

**INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY-  
DELHI**

**(IIIT-DELHI)**

Okhla Industrial Estate, Phase III

New Delhi 110020

(Tel No 011-26907400, Website: [www.iiitd.ac.in](http://www.iiitd.ac.in))

**NOTICE INVITING TENDER FOR NON-COMPREHENSIVE ANNUAL  
MAINTENANCE CONTRACT (AMC) HT PANEL AND TRANSFORMERS**

The Indraprastha Institute of Information Technology Delhi was created as a State University by an Act of Delhi Government. The Institute has a campus spread over an area of around 25 acres. The Institute invites sealed tender from experienced and reputed Electrical Licensed contractors / Registered contractors in two bid system i.e. Technical and Financial along with EMD for **“Non-Comprehensive Annual Maintenance contract (AMC) HT Panel and Transformers at IIITD Campus, New Delhi.**

**Bid Schedule**

Date of Start and downloading the tender	<b>20<sup>th</sup> Feb 2020</b>
Earnest Money Deposit (EMD)	Rs.3,000/- in the form of Demand Draft in favour of “IIITD Collection Account” payable at New Delhi (except for those who are exempted by NSIC certifications (with Proof)) failing shall be treated as invalid and shall be liable for rejection
Last date and time for submission of tender	<b>28<sup>th</sup> Feb 2020 at 1500 Hrs</b>
Date and time of bid opening	<b>28<sup>th</sup> Feb 2020 at 1530 Hrs</b>
Address for communication & submission of tender documents and opening of technical bid	<b>A-201, Old Academic Block IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020</b>
Clarification/Queries, if any, can be addressed to	email ID: <a href="mailto:admin-project@iiitd.ac.in">admin-project@iiitd.ac.in</a> phone no- 01126907563/565

The scope of work includes:

**1. VCB Panel 11 KV 800 AMP – 4 Nos (Including incomer and outgoing)**

WE WILL COVER THE FOLLOWING WORKS REGARDING SERVICING OF EXISTING ELECTRICAL MAIN VCB PANELS.

- V.C.B SERVICING AS PER THE STANDARD.
- TIGHTING OF VCB HARDWARE.
- CHECKING AND TIGHTING OF BUSBAR.
- TESTING OF PROTECTION RELAYS.
- CHECKING AND TIGHTNING OF CONTROLS AND POWER CONNECTION.
- TRIPPING TESTING THROUGH OTI & WTI, OVER CURRENT & EARTH FAULT RELAY.
- MEGGER TESTING
- HI- POT TESTING

ALL THE ABOVE TESTING WILL BE DONE **ONCE IN A YEAR.**

- CLEANING OF PANEL
  - TIGHTING OF ALL CONTROL AND POWER CONNETION.
  - CHECKING OF EARTHING VALUE
- ALL THE ACTIVITIES WILL BE DONE **EVERY THREE MONTHS.**

- WE WILL COVER 24X7 BREAKDOWN SERVICES WITHIN FOUR HOURS OF TIME AFTER RECEIVING THE COMPLAINT/CALL.
- WE WILL COVER THE PHYSICALLY CHECKING ONCE IN A MONTH.
- IF THERE IS ANY FAULT FOUND, THEN WE WILL REPAIR FOR THE SAME.

**2. 1600 KVA OIL TYPE TRANSFORMERS WITH OLTC 03 NO'S**

WE WILL COVER THE FOLLOWING WORKS REGARDING SERVICING OF TRANSFORMERS.

- SERVICING OF TRANSFORMER AS PER THE STANDARD.
  - TIGHTING OF TRANSFORMER CONNECTION,
  - CHECKING OF SAFTY LIKE BUCHOLZ, WTI, M.O.G ETC.
  - **DEHYDRATION OF TRANSFORMERS OIL.**
  - CHECKING AND TIGHTENING OF CONTROLS AND POWER CONNECTION.
  - BDB TEST OF TRANSFORMER/OLTC OIL
  - SERIES LAMPS TEST
  - OPEN CIRCUIT TEST
  - CHECKING OF TRIP CIRCUIT WITH HT BREAKER THROUGH RELAYS
- ALL THE ABOVE TESTING WILL BE DONE **ONCE IN A YEAR.**

- CLEANING OF TRANSFORMER.
  - TIGHTENING OF ALL CONTROL AND POWER CONNETION.
  - CHECKING OF EARTHING VALUE
- ALL THE ABOVE ACTIVITIES WILL BE DONE **EVERY THREE MONTHS.**

- WE WILL COVER 24X7 BREAKDOWN SERVICES WITHIN FOUR HOURS OF TIME AFTER RECEIVING THE COMPLAINT/CALL.
- WE WILL COVER THE PHYSICALLY CHECKING ONCE IN A MONTH.
- IF THERE IS ANY FAULT FOUND, THEN WE WILL REPAIR FOR THE SAME.

***Contractor must visit site before quoting and fully satisfy himself of the site conditions.***

The above are general check – lists and test requirements etc. The contractors shall be bound for undertaking any other check test which is considered necessary for efficient functioning of equipment/system, whether included in above schedule. He shall not claim any extra charge for such work However, replacement of worn out/defective material shall be paid extra to the contractor.

It may be ensured that parts of authorized brand should only be used for repairs and replacement. If it is found at a later stage that substandard /inferior quality items are used during the AMC, necessary action will be taken against such firms, including forfeiture of their Performance Security and debarring them for quoting future tenders.

### **Technical Bid**

The agencies / companies who fulfill the eligibility criteria mentioned below will only be considered for opening of financial bid:

<b>S. No.</b>	<b>Particulars</b>	<b>Document (s) to Annex</b>
1	As on 31.12.2019, the agency / Company should be in existence for at least <b>Five</b> years.	Certified copy of registration certificate.
2	Company should have average turnover of Rs.2 lacs in similar field in previous three financial years ending on 31.03.2019.	CA certified copy of turnover from annual maintenance contacts. Annual Turnover <ul style="list-style-type: none"> <li>• 2016-17</li> <li>• 2017-18</li> <li>• 2018-19</li> </ul>
3	Company should have experienced and reputed Electrical Licensed contractors / Registered contractors of similar work in Institute/Academic Institute/Public Sector Undertaking/ MNC/ Corporate Sector during last <b>Seven (07)</b> years. -  i) Three similar completed works costing not less than the amount equal to Rs.0.6 lakhs. or ii) Two similar completed works costing not less than the amount equal to Rs 0.90 lakhs. or iii) One similar completed work costing not less than the amount equal to Rs.1.2 lakhs.  “SIMILAR WORK” means, maintenance of HT /LT Panels and Transformers. Manufacturers of such plants with similar experience are also eligible.	Certified Copies of Work orders/ Experience certificate etc. on the letter head of the client / customer.
4	Company should have valid PAN, GST registration	Certified Copy of each document

5	Company should not have been barred / blacklisted for taking up similar work in any organization	A certification to this effect on the letter head of the bidder.
6	Earnest Money Deposit (EMD)	Rs.3,000/- in the form of Demand Draft in favour of "IIITD Collection Account" payable at New Delhi (except for those who are exempted by NSIC certifications (with Proof)) failing shall be treated as invalid and shall be liable for rejection
7	Firm's Registration Certificate, and Valid Electrical License/Electrical Competence	Certificate to be furnished/enclosed
8	The details of current and previous clients are to be submitted by the agency incorporating the following details: <ul style="list-style-type: none"> <li>• Name of Office</li> <li>• Contact Person (Tel.No./Email ID)</li> <li>• Period and volume of work with the manpower deployed</li> </ul>	

### **Award of Work**

Those who meet the eligibility criteria as above will only be considered for opening of financial bid. In this regard decision of the Institute shall be final and not open to dispute/challenge. The agency quoting the lowest rate for AMC shall be considered for award of work. However, IIIT-Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

### **Financial Bid**

Interested agencies may submit financial bid as per enclosed format (**Annexure-"A"**), duly authenticated and stamped. Bidders are advised to inspect the site before quoting the rates. **The Financial Bid should contain all relevant price information for Non-Comprehensive AMC.** The Bid Form must be filled in completely, without any errors, erasures or alterations. The Financial Bid should not contradict the technical offer in anyway.

### **Payment Terms**

GST compliant quarterly bill by the 7<sup>th</sup> day of next month shall be raised for 25% of the total contract value plus taxes, as applicable. Payment shall be released within 15 days of raising bill. Payment shall be released through online mode only. The bidder is advised to furnish copy of the cancelled cheque and funds transfer details as will be provided by the Institute.

**Bidding Procedure:**

Bids are invited in Two Bids System i.e. (1) Technical and (2) Financial

Technical and Financial bids should be sealed separately and enclosed in a sealed envelope clearly indicating separately Technical Bid for “**Non Comprehensive Annual Maintenance contract (AMC) HT Panel and Transformers at IIITD Campus, New Delhi.**” addressed to Registrar IIIT-Delhi, Okhla Industrial Area Phase-III, New Delhi-110020.

Sealed quotations shall be received not later than 3.00 P.M. on **28<sup>th</sup> Feb 2020**. No bids will be accepted after this date & time under any circumstances. The Institute will not be responsible for any postal/courier delay and also for reasons beyond control of the Institute.

Technical bids must contain the EMD for specified amount, along with complete technical details as desired by this tender. Technical bids of all the tenderers will be opened on prescheduled date, time & venue. Technical bids without EMD will be summarily rejected. The financial bid will be opened after evaluation of the technical bid. Financial bid of only those meeting the requirement of the Institute will be opened and no representation in this regard will be entertained. The date, time of opening of financial bid will be communicated later.

**How to submit**

The interested agencies may submit their proposal along with the above-mentioned documents by subscribing the envelope “**Non-Comprehensive Annual Maintenance contract (AMC) HT Panel and Transformers at IIITD Campus, New Delhi.** enclosing separate sealed envelopes marked as **Technical Bid** and **Financial Bid**, to reach the Registrar, **IIIT-DELHI Okhla Industrial Estate, Phase III New Delhi 110020 by 1500 Hrs on 28<sup>th</sup> Feb 2020**

**For and on behalf of  
Indraprastha Institute of Information Technology Delhi  
Signed  
Registrar**

## PROFORMA FOR BID

1. Name and Address of the firm/agency, telephone number, fax, mobile number, email address
2. Type of organization (Whether proprietorship, partnership, private limited, limited company)
3. Name and Address of the directors proprietor /partners
4. Year of formation of the company/ experience as a house keeping agency
5. Nature of business carried by the company
6. Total number of employees of the firm
7. Contact number in case of emergency
8. Whether authorized service provider of any OEM/Manufacturer ?
9. If yes, Name & Address of OEM (please furnish documentary proof)
10. Any other information

**Format of Financial Bid for Non Comprehensive Annual Maintenance contract (AMC)  
HT Panel and Transformers at IIITD Campus, New Delhi**

<b>Sl. No.</b>	<b>Description</b>	<b>Maintenance Cost Without GST</b>		<b>GST</b>	<b>Amount (All inclusive) In Rupees</b>
<b>A</b>	Non Comprehensive Annual Maintenance contract (AMC) Non Comprehensive Annual Maintenance contract (AMC) HT Panel (4 Nos VCB) and Transformers (OLTC 3 Nos ) as per the details provided in the tender document under “Scope of Work”				
<b>Sl. No.</b>	<b>Description</b>	<b>Unit Rate Without GST</b>		<b>GST</b>	<b>Amount based on unit quantity (All inclusive) In Rupees</b>
	<b>Supplying and fixing</b>				
<b>1</b>	Silica Gel	Kg			
<b>2</b>	Transformer oil	Ltr			
<b>B</b>	<b>Total Amount (1+2)</b>				
<b>Total All inclusive (A+B) (Rs. in figures).</b>					
Non-Comprehensive Total (Rs. in words)					

We agree to carry out the Work at the rate quoted above for the duration of **one full year**. We understand that IIIT, Delhi is not bound to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.

(Name and Signature of Authorized Signatory with seal)

(Signature of the bidder)

Date: